

UNITED STATES DEPARTMENT OF STATE
Bureau of Educational and Cultural Affairs
Office of Academic Programs

CONGRESSIONALLY MANDATED ONE-TIME GRANTS PROGRAM FOR ACADEMIC PROGRAMS

Reference Number: ECA/A-09-One-time-Comp.A

Project Objectives, Goals, and Implementation (POGI)

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the **Office of Academic Programs**, for the **Congressionally Mandated One-Time Grants Program for Academic Programs**. (A separate RFGP, reference number ECA/PE/C-09-One-time-Comp.B, has been announced in the “Federal Register” for a program dedicated to Professional and Cultural Programs.) Proposals must conform to the RFGP, the Guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific Guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

Applicants may only submit one proposal (total) to one of the two competitions referenced above. In addition, applicants under this competition (ECA/A-09-One-time-comp.A) may only apply to administer one of the listed activities (total). The deadline for this competition is Thursday, **May 14, 2009**. There are NO EXCEPTIONS to this deadline. Refer to section IV.3f of the RFGP for additional information. For further information regarding this program or the competition, please see contacts under specific program listings below.

The Office of Academic Programs will accept proposals for the three following one-time special initiatives: 1) Undergraduate Intensive English Language Program, 2) Capacity Building for Undergraduate or Graduate Study Abroad, and 3) Study of the United States Institutes for Foreign Undergraduate Students. For each of the activities listed below, Bureau emphasis is given to engaging participants from select geographic regions. Please refer to the RFGP for additional information on each activity listed below.

I. STATEMENT OF WORK

A. Undergraduate Intensive English Language Study Program

ECA will accept proposals for the design and implementation of an Undergraduate Intensive English Language Study Program consisting of a program with a total enrollment of approximately 60 qualified foreign undergraduate students. Students will come from underserved communities from countries in Sub-Saharan Africa, Latin America and East Asia/Pacific region. Due to the academic schedules of students in these regions, programs will take place at a college or university in the United States between May 2010 and September 2010. Participants will be identified and nominated by the Public Affairs Section (PAS) of the applicable U.S. Embassies and in some cases local Fulbright Commissions, with confirmation of final selection made by ECA. International travel and costs associated with pre-departure and return travel within grantee’s home country will

be by coordinated and funded separately by ECA. Host institutions will be accountable for ensuring that all participants return to their home country directly following the conclusion of the program.

1. Statement of Work

Grantee Organization Responsibilities

The grantee organization will:

1. Provide programmatic and administrative oversight of English language programming; or, if relevant, provide sub-grants to host institutions to conduct one or more of the language programs;
2. Coordinate logistical and administrative support for participants such as pre-departure information, airport pick-up and departure, domestic travel within the U.S., the oversight of overall program and all participants, medical treatment, and the disbursement of program funds;
3. Assist with travel logistics as requested. **Please note: ECA will arrange and cover international travel expenses (international roundtrip ticket, travel allowances) for participants selected to participate in the Undergraduate Intensive English Language Study Program. Please do not include these costs in your budget request.**
4. Conduct an evaluation that links outcomes of the project to stated program goals and objectives;
5. Provide participants with follow-on guidance and resources to further their English language study following the return to their home country;
6. Manage all ECA and other funds for this activity;
7. Submit a financial and program report to ECA, which should consolidate all reports from any sub-grantee(s) into a single report;
8. Inform ECA about the administration of the program(s) and consult on any problem or deficiencies, and the progress of necessary corrective action;
9. Enroll participants in ASPE health benefits program and assist with claims as necessary. If a host institution does not accept APSE insurance, the grantee will enroll participants in the university's insurance program;
10. Report programmatic, financial, and statistical information to ECA within 90 days of completion of the program;
11. Respond fully and promptly to requests for program information from ECA.

2. Supplemental Program Guidance

Applicant organizations may be U.S. colleges and universities, consortia of U.S. colleges and universities, or non-governmental organizations. An individual university applying for the award would develop and administer the program and act as the host institution for all participants. A consortium applying for the award must identify a lead institution to receive and administer the award, but could place the participants at one or more of the consortium institutions.

The Undergraduate Intensive English Language Study Program should be designed as an intensive academic program of English language instruction, i.e., *English for Academic Purposes*, which will include a carefully integrated series of instructional lessons, individual and group classroom activities, reading assignments, and appropriate testing. Efforts should be made to encourage the maximum student participation in the educational process, including the use of spoken English outside the classroom.

The Program should also offer focused enrichment activities that will give participants a multi-dimensional

view of the United States. As a supplement to the formal English language instruction sessions, participants should have opportunities to complete activities that require regular and ongoing contact with American students, faculty and citizens living in the community to which the students are assigned. Activities that facilitate consistent, quality interactions with American undergraduate students are encouraged.

It is essential that proposals provide a full, detailed, and comprehensive narrative describing how the host institution will achieve the objectives of the program, scope of the academic course, and other activities. Proposals must include course descriptions, and an outline or syllabus that indicates the scope of the courses, identifies principal instructors, and shows how assigned readings and other teaching materials will support learning objectives. A calendar of all program activities for the Undergraduate Intensive English Language Study Program should also be included in the proposal. The proposal will be reviewed on the basis of its quality, completeness, coherence, clarity, and attention to detail.

Cultural activities such as performances or visits to historical or culturally significant sites within the area of the host institutions should also be included in proposals. An explanation of these activities and description of how their inclusion will supplement the formal academic program is required.

Participants should have sufficient free time outside the academic sessions to pursue individual interests, such as socializing with American peers, exercising, and relaxing. Host institutions should provide full access to computers with internet access and adequate computer training and technological support to those who require it, library facilities, local and national periodicals, and access to television and radio. Opportunities should also be made available for participants who wish to attend cultural events, such as concerts, sporting events, and formal or informal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds.

Housing arrangements should be similar to those provided to U.S. undergraduate students. Housing opportunities should not segregate the international students but rather afford them the opportunity to mix freely with American students. Hosts may use dormitories or other suitable locations. Proximity to daily classes should be taken into account. Each participant should have a private bedroom, but may share bathrooms according to campus norms, rules and regulations. During the program-related off campus travel, participants may share double rooms. Accommodations should respect each participant's privacy and comfort, and be conducive to study and relaxation.

If possible, participants should have access to kitchen facilities in their own rooms or in a common room. A combination of a cash allowance for food and a cafeteria meal plan is strongly recommended to permit participants to cook or eat at local restaurants. In many cases, participants may experience difficulties with American eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Institute staff should be prepared to discuss such problems with the participants and seek solutions.

Host institutions will be accountable for ensuring that all participants return to their home country directly following the conclusion of the program. Program staff should escort all participants to airports for return travel, and remain at the airport until the participants have checked in and entered the security departure area.

ECA will issue participant DS-2019 forms for this program.

Please note: The Office of Academic Exchange Programs may request that the grantee organization and/or

host institution make modifications to the academic program. Similarly, the grantee organization, in consultation with the Office of Academic Exchange Programs, may also wish to propose program modifications.

For further information regarding this program or the competition, please contact Vincent Pickett at 202-453-8137 or PickettVS@state.gov.

B. Capacity Building for Undergraduate or Graduate Study Abroad

ECA will accept proposals for the design and implementation of programs to support U.S. undergraduate and/or graduate study abroad that reach beyond the traditional participation in such programs to include non-traditional study abroad destinations and fields of study, as well as underserved populations both in the United States and overseas. Applicant organizations may apply individually or as part of a consortium; applicants may propose to incorporate sub-grant agreements.

1. Statement of Work

Grantee Organization(s) Responsibilities

The grantee organization(s) will:

1. Monitor Department of State travel warnings at <http://travel.state.gov> to ensure, in consultation with the ECA program officer, that programs do not take place in countries under current warnings.
2. Ensure that all project-related travel complies with the Fly America Act.
3. Enroll participants in an appropriate medical insurance plan or confirm that participants will provide evidence of international insurance coverage to cover illness, accident, repatriation of remains and other contingencies.
4. Respond fully and promptly to requests for program information from ECA.
5. As appropriate and with assistance of ECA program officer, consult with U.S. embassy staff in preparation for program travel.
6. Prepare and distribute necessary pre-departure orientation materials to all participants. All student programs developed should include plans to distribute pre-departure orientation materials that include health and safety, cross-cultural, and other information to help ensure that participants have a safe and meaningful study abroad experience.
7. At completion of the grant period, provide impact statements to ECA about the results of exploratory visits, and the planned activities/start date of newly developed study abroad programs.

2. Supplemental Program Guidance

Proposals should include a clear statement of program objectives and expected outcomes, along with how program activities will help achieve them.

Applicants should explain any prior experience in initiating and administering study abroad programs, specify relevant country or region expertise, and detail the role of partner institutions in achieving the project objectives. Competitive projects often build upon previous contacts and interaction between the proposed partners, such as individual faculty or student exchanges. Strong proposals also offer significant institutional

support and cost-sharing from U.S. and, where appropriate, foreign institutions, and indicate potential for ongoing cooperation beyond the grant term. U.S. institutions should collaborate with the foreign partners in proposal preparation and clearly explain how newly developed programs will be sustained after completion of the grant.

Proposed programs should focus on bringing together U.S. and host country administrators and faculty with the purpose of developing solid study abroad frameworks for future student involvement. If a student component is included, the proposal should explain clearly the need for student participation and how incorporating such initial student participation enhances the goal of building study abroad infrastructure.

Activities should be planned strategically to achieve the Bureau's goals of promoting study abroad in non-traditional destinations and reaching economically disadvantaged and underserved populations both in the United States and overseas.

Allowable expenses include: transportation costs including airfare and ground transportation; lodging and meals not to exceed published USG rates; office expenses; communications and publicity; staff salaries and benefits; and other administrative costs necessary for the establishment of a program.

Activities should take place within twenty-four months of the grant award.

Note: The Bureau encourages applications from eligible organizations that have less than four years of experience in conducting international exchange programs. Applications submitted by organizations that meet these criteria should 1) explain their experience in conducting international exchanges and 2) limit their proposed grant budgets to \$60,000.

For further information regarding this program or the competition, please contact Amy Forest at 202-453-8866 or ForestAL@state.gov.

C. Study of the United States Institutes for Foreign Undergraduate Students

ECA will accept proposals for the design and implementation of two different six-week Study of the United States Institutes for Foreign Undergraduate Students under the following themes: Energy and the Environment; and Social Entrepreneurship. Applicant organizations may propose to administer both institutes utilizing separate host institutions in sub-grant agreements. However, applicant organizations may not host more than one undergraduate student leader institute.

1. Statement of Work

Grantee Organization(s) Responsibilities

The grantee organization(s) will:

1. Provide programmatic and administrative oversight of a specific institute; or, if relevant, provide sub-grants to host institutions to conduct one or both of the institutes;
2. Coordinate logistical and administrative arrangements for participants such as pre-departure information, airport pick-up and departure, domestic travel, the oversight of overall program and all participants, medical treatment, and the disbursement of program funds;
3. Conduct an evaluation that links outcomes of the project to stated program goals and objectives;
4. Provide participants with follow-on guidance and resources to further their study of topics examined during the institute(s) after the conclusion of the institute(s);

5. Manage all ECA and other funds for this activity; or, if applicable, assemble financial and program reports from sub-grantee(s) into a single report to be submitted to ECA;
6. Report programmatic, financial, and statistical information to ECA within 90 days of completion of the program;
7. Inform ECA about the administration of the program(s), and consult regarding any problem or deficiencies, and the progress of necessary corrective action;
8. Schedule and purchase round-trip international travel for participants, and disburse participant travel allowances as required by ECA. Ensure that all project-related travel complies with the Fly America Act; and,
9. Respond fully and promptly to requests for program information from ECA.

Student participants will be recruited and nominated by participating U.S. Embassies, Consulates, and Fulbright Commissions. ECA will make final selections and forward the final list of participants to the grantee institution(s). The grantee will not participate in the selection of participants. ECA will issue participant DS-2019 forms for this program.

2. Supplemental Program Guidance

The thematic institutes should include a four-week academic residency component and an academic study tour (not to exceed two weeks) that directly complements the academic residency program. The study tour should include trips to cities and other sites of interest in the general geographic region of the grantee institution, as well as to another region that is highly relevant to institute objectives and culturally and geographically distinct from that of the grantee institution. The study tour should include a 2-3 day concluding program in Washington, D.C. The concluding visit to Washington, D.C. will include a three- hour debriefing session at DoS.

Applicants are encouraged to design creative, thematically coherent programs that draw upon institutional strengths, including faculty and other resources, and upon recognized scholars and other experts throughout the United States. Proposals should include a community service component, comprised of three to four volunteer sessions directly related to the institute theme, in which the students experience firsthand how not-for-profit organizations and volunteerism play key roles in American civil society.

Host institutions must provide a comprehensive narrative describing the program objectives, the subject of each session, and how each session relates to the overall program theme. There also should be a calendar of all program activities. Proposals will be judged on their completeness, coherence, clarity, and attention to detail (please see the review criteria on “Quality of the Program Plan and Ability to Achieve Program Objectives” in this POGI, Section III, Review Process, below). The overall program should be supported by a bibliography and a syllabus that indicates the subject of each class session and explains how assigned readings and other materials support the session. **Presenters should represent diverse backgrounds, viewpoints, and occupational fields. In addition to grantee institution faculty and local professional and community leaders, the academic program should include leading scholars and practitioners from other institutions** (please see the review criteria on “Support of Diversity” in this POGI, Section III, Review Process, below).

Participants should make oral presentations throughout the institute to enhance their English language skills and reinforce academic content. Participants should have sufficient free time outside the academic sessions to pursue individual interests, such as socializing with American peers, exercising, and relaxing. Host institutions

should provide full access to library facilities, local and national periodicals, radio and television, computers with internet access, and adequate computer training for those who need it. Participants also should have opportunities to attend cultural events-- such as concerts, sporting events, and formal or informal gatherings of ordinary Americans from a variety of ethnic, social, and professional backgrounds-- so that they may interact with Americans outside an academic setting.

Housing arrangements should be similar to those provided to U.S. undergraduate students. Hosts may use dormitories, hotels, or other suitable locations. Proximity to daily classes should be taken into account. Each participant should have a private bedroom, but 2 or 3 participants may share bathrooms. During the travel program, participants may share double rooms. Accommodations should respect each participant's privacy and comfort, and be conducive to study and relaxation.

If possible, participants should have access to kitchen facilities in their own rooms or in a common room. A combination of a cash allowance for food and a cafeteria meal plan is strongly recommended to permit participants to cook or eat at local restaurants. In many cases, participants may experience difficulties with American eating customs due to religious or other dietary restrictions, cultural differences, and availability of familiar foods. Institute staff should be prepared to discuss such problems with the participants and seek solutions.

ECA will enroll the participants in an accident and sickness insurance program for the duration of the institute. The program office will instruct the grantee institution(s) how to access informational brochures and claim forms, and will issue health benefits identification cards for each participant.

ECA will conduct a formal debriefing session with the participants during their Washington, D.C. visit. The Department will also design and administer follow-up evaluation questionnaires to gauge the program's longer-term impact on the participants.

All participants will be required to return to their home countries immediately upon the conclusion of the program, and should depart directly from Washington, D.C. for their home countries without returning to the host institution(s). Institute staff should escort all participants to airports for return travel, and remain at the airport until the participants have checked in and entered the security departure area.

Please note: ECA may request that the grantee modify the academic residency and/or educational travel program. Similarly, the grantee institution(s), in consultation with ECA, may also wish to propose program modifications. ECA reserves the right to adjust the regions participating in this activity based upon Department priorities.

3. Program Administration

The proposal should discuss your institution's capacity to successfully manage this international exchange program, including institutional strengths such as faculty, libraries, relevant departments, and major administrative units. Proposals should include a staffing pattern that details how staff will share responsibilities. Grantee institution(s) must designate an **academic director** to be present throughout the program to ensure the integration of all aspects of the academic program. The academic director(s) will plan and implement the program, oversee its day-to-day management, and monitor program participants. In addition, an **administrative director or coordinator** should oversee all program support services, including

budgetary, logistical, and other administrative arrangements. Other staff may be designated as appropriate. Consortia or other academic organizations applying to administer multiple institutes must designate a **project director** to coordinate logistical and administrative arrangements for all institutes, to ensure continuity between the various host institutions. This person will be ECA's primary point of contact and the principal liaison between ECA and the host institutions.

For further information regarding this program or the competition, please contact Brendan M. Walsh in the Branch for the Study of the United States at: (202) 453-8532 or WalshBM@state.gov.

II.

PROGRAM SPECIFIC GUIDELINES

PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through <http://www.grants.gov/> may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary

In one double-spaced page, provide the following information about the project:

1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Proposed theme
4. Nature of activity
5. Funding level requested from the Bureau, total program cost, total cost-sharing from applicant and other sources
6. Scope and Goals
 - a. Number and description of participants
 - b. Wider audience benefiting from program (overall impact)

- c. Geographic diversity of program, both U.S. and overseas
- d. Fields covered
- e. Anticipated results (short and long-term)

TAB C

Calendar of activities/itinerary

Narrative

In 20 double-spaced, single-sided pages, provide a detailed description of the project addressing the areas listed below.

1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission

- 1.) Budget Information – Non-Construction Programs (SF-424A)
- 2.) Detailed Budget

The following guidance applies to all proposals submitted under ECA/A-09-One-time-Comp.A. The budget should indicate any cost sharing in the form of in-kind or cash contributions to the program from sources other than the Department of State. See standard guidelines (PSI) in the Solicitation Package for information on cost sharing and the cost of audits. Cost-sharing is strongly encouraged and may be in the form of allowable direct or indirect costs. While there is no rigid ratio of administrative to program costs, ECA urges applicants to keep administrative costs as low and reasonable as possible. Proposals should show administrative cost sharing contributions from the applicant and other sources.

Please include a **Summary Budget** on a separate page before the line-item budget. Following the line-item budget, please include a **Budget Narrative** that concisely explains how costs were calculated and the rationale for including them in the budget. Proposals should clearly indicate the number of program participants and provide an overall unit cost per participant, as well as a unit cost breakdown by program and administrative costs. ECA reserves the right to reduce, revise, or increase proposal budgets based on the needs of the program and the availability of U.S. Government funding.

The proposal should include a comprehensive, line-item budget that includes both administrative and program costs for the grantee and sub-grantee organizations. In addition, separate sub-budgets for each sub-grantee should be included. Applicants are urged to be as detailed and specific as possible, adding line items if needed.

Allowable program costs may include:

- Round-trip international and domestic airfare, visas, transit costs, ground transportation costs, travel allowances for participants (if an overnight stay is required while en route, standard Federal government per diem is paid for overnight) **except in the case of the Undergraduate Intensive English Language Program, as described above in section A.** Also, all project-related travel must comply with the Fly America Act. There is no charge for J-1 visas for participants in Bureau-sponsored programs.
- Domestic and/or ground transportation. For bus rental, not to exceed \$600 per day in Washington and NYC, less elsewhere or van rental, not to exceed \$350 per day. The rate is an all inclusive rate (bus, gas driver, meals for driver, etc).
- Participant per diem costs. All per diem must follow the rate prescribed by the Federal Travel Regulations. ECA may accept a lower per diem rate than the federal rate, such as dormitory stays, and hotel-room sharing, and similar means of lowering the per diem costs are permissible.
- Staff and Escort travel and per diem costs. Recipient grantee staff and consultants must use the standard government per diem.
- Honoraria. Honoraria for speakers who are not being compensated on a salaried basis normally should not exceed \$250 per day per speaker in USG funds; the grantee organization can cost share the difference.
- Educational materials including textbooks, films and video rentals.
- Working meals. Normally, no more than one working lunch or dinner per project. The number of invited guests should not exceed the number of visitors by more than two. Cost per person should not exceed \$15-25 for lunch, \$20-35 for dinner. No alcoholic beverages may be paid with USG funds. Bureau and grantee agency staff attending will be expected to pay the first \$7.50 of the expense. Two working meals are appropriate only for longer term projects in which group team-building plays a vital part.

Allowable administrative costs may include:

- Staff salaries. The salary levels for grant organization staff should be presented of total time available, using an annual salary level not to exceed the current pay gap for USG employees. For example, salary costs for a staff member earning **\$36,000 per annual devoting 25% of working time for three months to the project would be: Project Officer-25%** for three months @ annual salary of \$36,000: \$2,250. If an hourly salary is provided, multiply by 2,087 (hours per year) to arrive at annual rate.
- Benefits. In most cases, organizations have a standard percentage they add to employee salary costs which include all fringe benefits, i.e. health insurance, retirement benefits (FICA and/or pension plans) life insurance, etc.
- Other direct expenses including telephone, fax, copying, printing, office supplies, etc.
- **Indirect costs - General operating** costs not relating to a specific program. Normally, all such costs are grouped into a "pool, and charged to benefiting objectives through an allocation process. An indirect cost rate is a device for determining fairly and expeditiously the proportion of such general expenses that each project should bear and is expressed as a percentage and will be described in the budgets of each proposal as "indirect costs. If an organization does not have an approved negotiated indirect cost rate, all costs must be directly charged to the agreement.

Indirect cost rates are either **provisional** or **predetermined**, and the grantee should specify which. Provisional rates are subject to audit and may be changed if audit findings disprove the rate assigned. Predetermined rates are negotiated by the "**Cognizant**" **Federal agency** (the agency with the larger dollar total of grant/contract awards), and must be accepted by other Federal agencies. The grantee should provide a copy of the letter from the cognizant Federal agency which authorizes the negotiated rate.

There are cases where the grantee may "cost-share" the indirect cost, but the grantee may never accept a lower rate than the one negotiated with the cognizant Federal agency. If cost-sharing is proposed, the terms must be stated clearly in the proposal to ensure that the grantee is actually paying the share of indirect costs not being funded by ECA of Educational and Cultural Affairs.

- **Audit costs** - For fiscal years ending after December 31, 2003, non-Federal entities that expend \$500,000 or more in a year in Federal awards must include audit costs in the budgets. (The previous award amount was \$300,000.) Audit costs may be either direct or indirect. These audit requirements are detailed in OMB Circular A-133. In many cases, grantees agree to cost-share these audit costs.
- **Insurance costs** - ECA provides health and accident insurance coverage to American and foreign participants.
- **Miscellaneous expenses** - This general category of costs is not allowable. All expenses must be itemized and explained.

The Bureau reserves the right to reduce, revise, or increase proposal budgets based on program needs and the availability of U.S. Government funding.

TAB E

Letters of endorsement

Resumes

Resumes of all program staff should be included in the submission. No resume should exceed two pages.

TAB F

- 1.) SF-424B, "Assurances - Nonconstruction Programs".
- 2.) First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.
- 3.) **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its <http://www.usaspending.gov/> website as part of ECA's FFATA reporting requirements.

4.) Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. Quality of the Program Plan and Ability to Achieve Program

Objectives: Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission. Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the institution will meet the program's objectives and plan.

2. Support of Diversity: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue, and program evaluation) and program content (orientation and wrap-up sessions, program meetings, and resource materials).

3. Evaluation and Follow-Up: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the conclusion of the program. A draft survey questionnaire or other technique, plus a description of a methodology used to link outcomes to original project objectives, are strongly recommended. Proposals should also discuss provisions for follow-up with returned grantees as a means of establishing longer-term individual and institutional linkages.

4. Cost-effectiveness / Cost-Sharing: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

5. Institutional Capacity and Track Record: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau grants, as determined by Bureau Grants Staff. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants. Proposed personnel and institutional resources should be fully qualified to achieve the project's goals.

ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at <http://exchanges.state.gov> or from:

United States Department of State
Office of Exchange Coordination and Designation
ECA/EC/ECD - SA-44, Room 734
301 4th Street, S.W.

Washington, D.C. 20547
Telephone: (202) 203-5029
FAX: (202) 453-8640

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Vincent Pickett at (202) 453-8137, Office of Academic Exchange Programs; Fax: (202) 453-8125; email: PickettVS@state.gov.